



COUNTY OF LOS ANGELES
invites applications for the position of:

RADIOLOGIC TECHNOLOGIST

SALARY: \$4,367.10 - \$5,425.82 Monthly
\$52,405.20 - \$65,109.84 Annually

OPENING DATE: 11/05/15

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



FILING DATES: 11/06/2015 at 8:00 AM (PST) - until the needs of the service are met and is subject to closure without prior notice.

EXAM NUMBER
R5798A

TYPE OF RECRUITMENT
Open Competitive Job Opportunity

DEFINITION:

Performs radiographic procedures employing the use of X-rays to produce images of various parts of the body for the diagnosis of pathological and traumatic disorders.

CLASSIFICATION STANDARDS:

Positions allocable to this class are assigned to a diagnostic radiographic unit and use a variety of diagnostic X-ray machines and related equipment. Positions in this class produce images of all anatomical structures of the body. They follow basic guidelines for positioning the patient and setting machine controls at operating modes and/or technical factors such as kilovoltage, milliamperage and distance. Radiologic Technologists operate mobile and stationary equipment within safe parameters specified by State law. They produce quality images of delicate anatomical structures in performing body section radiography.

ESSENTIAL JOB FUNCTIONS:

- Operates and oversees operation of fluoroscopy, x-ray (i.e., body and dental), and computed tomography equipment by utilizing radiation safety measures and protection devices (e.g., hoods and screens); selecting and determining exposure factors (e.g., mass – infant to adult) positioning imaging equipment and adjusting controls to set exposure time and distance; processing and reviewing images & film in order to properly identify (e.g., body, dental, animal, object) and ensure quality of image/film and to comply with government regulations and ensure safety of self and staff .
- Prepares decedent x-ray procedures by researching case information on the decedent within a specialized computer database (i.e., CME – Coroner Medical Examiner) (e.g., case changes) by retrieving and positioning the body according to case-type protocol (e.g., john doe vs. identified body); utilizing safety techniques and equipment, such as a crane; evaluating the patient's

condition and applying immobilizing devices (e.g., using supportive devices such as sandbags, angle boards and binders in order to produce high quality and accurate images (i.e., anterior/posterior, lateral)

- Scans all parts of the body and takes radiographs by applying appropriate case-type protocol; reviewing and analyzing the decedent's injuries and comparing to case notes on file in order to identify and determine any unusual findings or foreign objects, features, abnormalities, surgical appliances and/or prostheses.
- Prepares and enters case log information (e.g., case number, mode of death, number of images, and brief description of what was completed) by handwriting/utilizing specialized computer database (i.e., master log and CME) in order to archive case information quickly and efficiently.
- Maintains files of radiographs by utilizing a computer to back up radiographs to compact disc and send electronic submission digital archive by case number, name, and DOB in order to archive, store, and retrieve radiograph information quickly and efficiently.
- Prepares and maintains examination room, materials and equipment (e.g., temperature, appropriate film, collimators, and camera) by monitoring temperature, cleaning facilities after day's use, using proper start up procedures for equipment and documenting defects, and reviewing produced images for quality in order to ensure the equipment is working in proper order and to make any needed adjustments.
- Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Dissects post autopsied bodies by following instructions/protocol from medical doctor; utilizing personal protective equipment and tools (e.g., gloves, mask, chisel, electric saw, scalpels); applying safety procedures and protocols in order to retrieve foreign objects in a safe and effective manner, as needed.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

LICENSE

Certification as a radiologic technologist issued by the State of California, Department of Health Services* -OR- A temporary permit to practice radiologic technology by the State of California, Department of Health Services.*

-AND-

A radiologic technologist fluoroscopy permit issued by the State of California, Department of Health Services.*

DESIRABLE QUALIFICATIONS

An Associate of Science or higher from an accredited* college or university in Radiography/Medical Imaging, Anatomy, or any related field.

Experience with

- performing fluoroscopy, body and dental x-rays and/or tomography.
- preparing x-ray procedures.
- reviewing and analyzing patient injuries and comparing to case notes on file.
- assisting with autopsies.

PHYSICAL CLASS

3 - Moderate. Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

SUPPLEMENTAL QUESTIONNAIRE

As part of this application process, applicants will be required to complete a supplemental questionnaire to document specific education and work experience; and to acknowledge the nature of the job duties and willingness to perform those duties. Applicants who fail the supplemental questionnaire will be disqualified and will have to wait twelve (12) months from the date of the disqualification in order to

reapply.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

This examination will consist of an evaluation of training and experience based upon application information and supplemental questionnaire weighted 100%.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register for a period of twelve (12) months from the date the list is created.

Applications will be processed on an as received basis and promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

SPECIAL INFORMATION

Candidates selected for appointment will be extended an offer of employment that is conditional upon the results of a background investigation which includes a medical examination and a psychological evaluation.

VACANCY INFORMATION

The resulting eligible register will be used to fill vacancies in the Los Angeles County Department of Medical Examiner-Coroner located at 1104 North Mission Road, Los Angeles, CA 90033.

APPLICATION AND FILING INFORMATION

Applications must be filed online only. We must receive your application by 5:00 p.m., PST, on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

*In order to receive credit for any certification, permits and/or degrees, you **must** attach a legible copy of certificate/permit, and/or diploma or transcripts at the time of filing or within fifteen (15) calendar days from application submission. If you are unable to attach the required documents, you must either email to arteaga@hr.lacounty.gov or fax to (213) 380-3681. Please include exam number and exam title.

SOCIAL SECURITY NUMBER: All applications *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

Available Shift: Any

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Olga Arteaga

Department Contact Phone: (213) 351-2936

Department Contact Email: parteaga@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of birth) is monthly reported to the

components. You shall have no recourse against the County or Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry; physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Position #R5798A
RADIOLOGIC TECHNOLOGIST
OA

RADIOLOGIC TECHNOLOGIST Supplemental Questionnaire

- * 1. This Supplemental Questionnaire is to be completed by all applicants for the Radiologic Technologist examination. This Supplemental Questionnaire requires you to document specific education, and work experience that pertain to the competencies identified as important to successful performance of the job duties of a Radiologic Technologist. The information you provide will be scored on a point system that reflects the relative importance of each item to the performance of the work of the classification. It is your sole responsibility to complete this questionnaire completely, correctly, and accurately. Comments such as "see resume or application" will not be considered as a response. Making false statements on this form may cause you to be disqualified from this examination.

Scoring The maximum number of points that may be awarded on your Evaluation of Training & Experience is 100. You will receive points for education and specific work experience (i.e., pertinent work activities) that have been linked to one's ability to successfully perform the duties of a Radiologic Technologist.

Required information and supporting documentation In order to receive credit, you must provide all required information and supporting documentation (e.g., diploma, official college transcripts, duty assignment and supervisor contact information, etc.) as identified in the instructions for each section. Vague, illegible, or incomplete entries will also not be awarded credit.

Employment Experience It is your responsibility to provide verifiable documentation or contact information from any agency or organization that supports the work experience you described in this questionnaire. The source of the information must be from the organization's personnel officer, his/her designee or your previous immediate supervisor for the work you describe with an active member's phone number for validation. **All documentation for employment verification must be on the organization's letterhead.**

I have read and understand the above instructions.

☐ Yes

* 2. Do you possess one of the following?:

1. **Certification as a radiologic technologist** issued by the State of California, Department of Health and Human Services.
2. A current **temporary permit to practice radiologic technology** by the State of California, Department of Health and Human Services.

☐ Yes☐ No

* 3. If you answered "Yes" to the preceding question, provide certificate and/or permit number and expiration date. If you do not possess a certificate and/or permit in radiology technology issued by the State of California, Department of Health Services, indicate "N/A".

* 4. Do you possess a current **radiologic technologist flouroscopy permit** issued by the State of California, Department of Health and Human Services?

☐ Yes☐ No

* 5. If you answered "Yes" to the preceding question, provide the permit number and expiration date. If you do not possess a radiologic technologist permit issued by the State of California, Department of Health Services, indicate "N/A".

* 6. **TRAINING AND EXPERIENCE BEYOND REQUIREMENTS** In the following section of the Evaluation of Training & Experience, you will indicate which of the specified formal education and work experience you have completed. This section IS NOT intended to include informal on-the-job training or self-study. Which of the following have you completed?

☐ A) Associate of Science from an accredited college or university in Radiography/Medical Imaging, Anatomy or any related field.

☐ B) Bachelor of Science or higher from an accredited college or university in Radiography/Medical Imaging, Anatomy or any related field.

☐ None of the above

* 7. For your selection above, provide the following:

1. Type of degree conferred (e.g., Associate of Science, Bachelor of Science).
2. Area of specialty (e.g., Radiography/Medical Imaging, Anatomy, or any related field).
3. Name of the institution who conferred the degree.
4. Start and graduation date.

If this does not apply, indicate "N/A".

* 8. Please identify the areas in which you have full-time experience*? (Select all that apply)

** Must be full-time work experience (i.e., Full-time work is at least 40 hours a week) responsible for independently performing radiographic procedures employing the use of X-rays to produce images of various parts of the body for the diagnosis of pathological and traumatic disorders.*

☐ 1) Experience with a flouroscopy, body and dental x-rays and/or tomography.

☐ 2) Experience with preparing x-ray procedures.

☐ 3) Experience with reviewing and analyzing patient injuries and comparing to case notes on file.

- ☐ 4) Experience with assisting with autopsies.
☐ No Experience

- * 9. In order to receive credit for the areas of responsibility selected in Question #8, you **must** provide the following:
- Job Title
 - Description of your duties/job experiences and scope of responsibility
 - Employment start date and end date
 - Hours worked per week
 - Supervisor name, title, phone number and email address

If you have no experience in an area of responsibility, then indicate "No Experience". *Comments such as "see resume or application" will not be considered as a response.*

- * 10. **SUPPORTING DOCUMENTATION** In order to receive credit for any of the following, you **must** provide supporting documentation (e.g., certificate/permit, diploma, official college transcripts) **at the time of filing or within fifteen (15) calendar days from application submission.**
- Certification as a radiologic technologist issued by the State of California, Department of Health and Human Services.
 - A temporary permit to practice radiologic technology by the State of California, Department of Health and Human Services.
 - A radiologic technologist fluoroscopy permit issued by the State of California, Department of Health and Human Services.
 - Associate of Science from an accredited college or university in Radiography/Medical Imaging, Anatomy or any related field.
 - Bachelor of Science or higher from an accredited college or university in Radiography/Medical Imaging, Anatomy or any related field.

How will you submit your supporting documentation?

- ☐ As an attachment to my online application.
☐ Via email to oarteaga@hr.lacounty.gov or fax to (213) 380-3681. Please include exam number and exam title on documentation.

- * 11. **WILLINGNESS QUESTIONNAIRE** It is important for every applicant to carefully consider **ALL** characteristics of this job before deciding to apply. The following questions contain some job characteristics of the **Radiologic Technologist** position. Note that details of a job characteristic may vary depending on work assignments and departmental needs. You must respond to each question to indicate that you understand that it is an aspect of this job and whether you are willing to perform the task mentioned in the statement by clicking the appropriate choice.
- Are you willing to work in a fast paced environment subjected to extreme unpleasant sights, sounds, and odors?
☐ Yes
☐ No
- * 12. Are you willing to manipulate a deceased human (of all ages)/animal bodies in order to examine it?
☐ Yes
☐ No
- * 13. Are you willing to handle skeletal/tissue remains of a human (of all ages) or animal?
☐ Yes
☐ No
- * 14. Are you willing to assist with an autopsy of a human (of all ages) or animal remains, when necessary?
☐ Yes
☐ No
- * 15. Are you willing to stand or walk most of the time, with bending, stooping, squatting, twisting, and

reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds?

☐ Yes

☐ No

* Required Question